



## ***Meeting Request Form for Administrator Gina McCarthy***

Today's Date: Tuesday, May 24, 2016

Requesting Office: Region 10 Office of the Regional Administrator

Title of the Meeting: Portland Harbor Proposed Plan Check In

Purpose:

Region 10 expects to announce the delivery date for the Feasibility Study and the Proposed Plan on June 8<sup>th</sup>, Dennis McLerran and Jim Woolford would like time to discuss with the Administrator.

Role of the Administrator: The Administrator will provide feedback on the current schedule.

Background: N/A

Last possible date for the meeting: June 2, 2016

Is the meeting urgent and if so why?: Region 10 is in the process of rolling out the proposed plan on June 8.

Requested Time Length: 30 minutes

EPA Staff (Required): Dennis McLerran, Jim Woolford

EPA Staff (Optional): None

External Participants: None

Teleconference Required?: Yes

Video Conference Required?: Optional based on the Administrator's preference

Point of Contact for the Meeting: Kendra Tyler, 206-553-0041

*NOTE: Meeting request forms should be submitted to [scheduling@epa.gov](mailto:scheduling@epa.gov). The AO Special Assistant who covers your office (list available [here](#)) must be copied on the request. All briefing material must be sent by the appropriate deadline, which is typically by mid-afternoon the day before the meeting, to [briefings@epa.gov](mailto:briefings@epa.gov). Failure to comply may result in the meeting being rescheduled.*